

# **DoD Performance** **Management Program**

## **Employees How to Guide:** **Progress Reviews**

## **DCPDS WEBSITE**

<https://compo.dcpds.cpms.osd.mil/rsouiportal/AccessRegions.jsf>

# **DPMAP - MYBIZ**

## DoD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

- Reference CNGBI 1400.25, Vol 431
- Periods of appraisal:
  - Trial/Probation - 1 year from appointment
  - Annually - 1 Apr – 31 Mar, Effective date of 1 Jun

# **DPMAP – Performance Plan Requirements**

- **Mission Goals**
- **Job Objectives (3 to 5)** – Critical areas of Position  
Specific, Measurable, Aligned, Relevant/Realistic & Timed (SMART)
- **Interim/Progress Review mandatory** - Higher level review not required if employee is performing at the fully successful level or higher.
- **Self Assessment** – Employee should be given the opportunity to provide comments on progress review and annual appraisal
- **Annual Appraisal** – Employee comments and HLR required

# **Performance Timeline**

- **Performance Plan Approved**; plan due within 30 days of assignment to a position or after the end of a previous rating period, not 30 days after the previous appraisal was complete.
- **Progress Review**; must be on an approved plan (this includes modified plans) for at least 90 days, must be 90 days with current supervisor, and at least 90 days prior to the rating period end date.
- **Annual Appraisal**; due 30 days after end of rating period, e.g. end date is 31 March, appraisal due NLT 30 April.

- Ongoing
- Supervisors and employees **share** responsibility
- Consist of:
  - ✓ Proactively **planning** work and setting expectations
  - ✓ Continually **monitoring** performance
  - ✓ **Evaluating** performance in a summary fashion
  - ✓ **Recognizing and rewarding** good performance



# MyBiz+ Home Page



Other DCPDS Applications ▾ ★ Favorites ▾ Customer Sup



**What's Your New Year's Resolution?**  
*Check out the  
Civilian Expeditionary Workforce (CEW)  
It's the Opportunity of a Lifetime!*

## Notifications

Read / Unread	Title
*	Emergency Contact Information is more than one year old
*	A Regular Within-range Increase action has been processed on your record. The personnel action (or NPA) is expected to be available in eOPF within the next 48 hours.
	Emergency Contact Information is more than one year old

\* You have 2 unread notifications.

Welcome, Stephen P. Oppliger, II

The information is current as of 25-Feb-2020

La:

Home

## Key Services

[Manage Key Services](#)

**MyPerformance**

Manager Functions

[Performance Management and Appraisal](#)

[Apply Action\(s\) to Multiple Employees](#)

[Manage MyPerformance Trusted Agent Authorization](#)

[View/Print Performance Management Reports](#)

[View Previous Requests](#)

[CIV Fill Request Status](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

## Other DCPDS Tools

[DCPDS Navigator Homepage](#)

[Add HR Region Associations](#)

[DCPAS CMIS Account](#)

[MyBiz+ for HR Professionals REG15](#)

## Last Personnel Action

Type of Action: Regular Within-range Increase

Effective Date: 16-Feb-2020

## \$ Insurance

Health Insurance: Federal Employee Health I

Life Insurance: Basic only

## \$ Pay

Gross Pay:

Net Pay:

Pay Period End Date:

# Ensure that you are the current owner of the plan. If you are not the owner, contact your rating official and have them transfer the plan to you.



## MyPerformance

MyBiz+ Help | ▾ | ▾

[MyPerformance Main Page](#) [Provide Guest Feedback](#) [My Journal](#)

### Employee

#### MyPerformance Main Page

[Need Help?](#)

**Warning:** This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

#### Appraisals of Oppliger, II, Stephen P.

Create New Plan

--Choose a Plan Type-- ▾ Go

Records Displayed 10 ▾ |

Employee Name ▴	Current Owner ▴	Rating Official Name ▴	Appraisal Year ▴	Appraisal ID ▴	Plan Approval Date ▴	Type ▴	Plan Status ▴	Current Status ▴	Action
Oppliger, II, Stephen P.	Oppliger, II, Stephen P.	Nuss, Nicole D	2020	94797	01-Apr-2019	DoD	Approved	Progress Review Completed	<div>Update Transfer to Rating Official View/Print Form Change RO and/or HLR Track Progress</div>


Go

Select the link to search for completed plans.


► [Show Completed Plans/Appraisals](#)



# Select Progress Reviews tab




**DoD Performance Management  
Appraisal Program**

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Plan | **Progress Reviews** | Annual Appraisal | Narrative Statements | View/Print Form

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments

-- Choose an Action --  **Go**

**Employee Information**

Employee Name Oppliger, II, Stephen P.  
[▶ Show Employee Details](#)




This screen allows you to view and change the details of your performance plan/appraisal.

Step 1: Plan Details

- Verify the appraisal dates and rating official and higher level reviewer names are correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.


**TIP:** Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select **Need Help?**


Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	01-Apr-2019
* Appraisal Period Start Date	17-Feb-2019 	Plan Last Modified Date	07-Jan-2020
	(dd-mmm-yyyy)	Created By	Nuss, Nicole D
* Appraisal Period End Date	31-Mar-2020 		
	(dd-mmm-yyyy)		
* Appraisal Effective Date	01-Jun-2020 		
	(dd-mmm-yyyy)		
Rating Official Name	Nuss, Nicole D		
Higher Level Reviewer	Strong, Craig W.		

**Save and Continue**


# If you have an existing progress review, select update to continue, if not, select Create Progress Review.



**DoD Performance Management**  
**Appraisal Program**

MyBiz+ | Help |  | Logout

Plan | **Progress Reviews** | Annual Appraisal | Narrative Statements | View/Print Form







– Choose an Action –  **Go**

**Employee Information**  
Employee Name Oppliger, II, Stephen P.  
[▶ Show Employee Details](#)

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select [Need Help?](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Oppliger, II, Stephen P.	27-Sep-2019	23-Dec-2019	Completed	30-Dec-2019	Face to Face	30-Dec-2019	<div><div><b>Create Progress Review</b></div><div>    </div></div> <div><b>View History</b></div>	

# Select the Assessments tab and add your Employee Input for the element, then select Go to Next Performance Element until you have added comments for all elements.

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications through

Progress Review Initiator: Opplinger, II, Stephen P.

Progress Review Number: 2

Progress Review Status: Initiated

Assessments

Approvals and Acknowledgments

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Performance Elements

	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	Program Management	Approved	Critical
<input type="radio"/>	2	Labor Relations	Approved	Critical
<input type="radio"/>	3	Supervisory Element 1	Approved	Critical
<input type="radio"/>	4	Supervisory Element 2	Approved	Critical

Performance Element and Standard(s)

Implement and administer an Administrative Grievance Procedure or Alternative Dispute Resolution (ADR) program for non-bargaining unit employees. Review annually and update when laws, directives or regulations change.

Oversee the HR budget; ensure accurate budget updates are provided to HRO/DHRO at least monthly and upon request; ensure budget analysis is conducted prior to all PBAC meetings.

Oversee the Technician Training Program; ensure New Supervisor course and new employee orientation are provided a minimum of two times per year; ensure IDPs are being implemented and tracked with 75% compliance rate. Ensure training budget is developed within 30 days of receiving funding allocation; Provide Directorates with training budget and ensure tracking of budget and quarterly updates to HRO/DHRO.

Oversee the HRSIS; Ensure HR reports are ran as necessary and quality checks are being performed to maintain data at 95% accuracy rate.

Employee Input

Show My Journal

Stayed up late one night and solved all the worlds problems

Don't know if you are aware of this but I'm kindof a big deal

People like me

I'm not at all smug

(Limit to 2000 characters)

Spell Check


Counter 169

Rating Official Assessment


Go to Next Performance Element

Go Back to Top of Page

# Once you have added your input to all elements, select Go Back to Progress Reviews.



**DoD Performance Management  
Appraisal Program**

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**Progress Reviews Information area**

**Employee Information**

Employee Name Oppliger, II, Stephen P.  
[▶ Show Employee Details](#)

**Progress Review Information**

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Oppliger, II, Stephen P.  
Progress Review Status Initiated

Progress Review Number 2

Assessments






Approvals and Acknowledgments

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.


For additional guidance, select **Need Help?**

**Performance Elements**




	Order	Performance Element Title	Status	Performance Element Type
<input type="radio"/>	1	Program Management	Approved	Critical
<input type="radio"/>	2	Labor Relations	Approved	Critical
<input type="radio"/>	3	Supervisory Element 1	Approved	Critical
<input checked="" type="radio"/>	4	Supervisory Element 2	Approved	Critical

# Transfer Plan to Rating Official w/email Notification



## DoD Performance Management Appraisal Program

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Plan

Progress Reviews

Annual Appraisal

Narrative Statements

View/Print Form

### Employee Information

Employee Name Oppliger, II, Stephen P.

[Show Employee Details](#)

-- Choose an Action --

Change Rating Official or Higher Level Reviewer

**Transfer to Rating Official**

Track Progress







Return to Main Page



Go

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select [Need Help?](#)



Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Oppliger, II, Stephen P.	27-Sep-2019	23-Dec-2019	Completed	30-Dec-2019	Face to Face	30-Dec-2019	<a href="#">View History</a>	
2	Oppliger, II, Stephen P.	25-Feb-2020		Initiated				<a href="#">Update</a>	

# Transfer Plan with e/mail Notification



## DoD Performance Management Appraisal Program

MyBiz+ Help | v | Logout

### Employee Notification to Rating Official - Nuss, Nicole D

[Cancel](#) [Transfer to Rating Official without E-mail Notification](#) [Transfer to Rating Official with E-mail Notification](#)

### Message to Rating Official

This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the RO, enter a message in the text box below Message to Rating Official and select Transfer to Rating Official with E-mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Rating Official without E-mail Notification button. You will need to contact the RO directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

For additional guidance, select [Need Help?](#)

[Spell Check](#)

Notice: You are about to contact Nuss, Nicole D by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

# After the Progress review has been approved by your Rater: Return to Progress Review and Select Approvals and Acknowledgments Tab



## DoD Performance Management Appraisal Program

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### Progress Reviews Information area

[Go Back to Progress Reviews](#)

### Employee Information

Employee Name Oppliger, II, Stephen P.

[▶ Show Employee Details](#)

### Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Oppliger, II, Stephen P.

Progress Review Status Pending Empl Acknowledgment

Progress Review Number 2

Assessments **Approvals and Acknowledgments**

This screen allows you to view approval and/or communication status of your progress review and, if available, acknowledge receipt of progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▶ icon under Details column to see approval and/or communication information for each step and select ▲ icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**



[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▶	Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	<a href="#">Acknowledge Receipt</a>

# Complete Step 4 - Acknowledgment



## DoD Performance Management Appraisal Program

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### Progress Reviews Information area

[Go Back to Progress Reviews](#)

### Employee Information

Employee Name Oppliger, II, Stephen P.

[Show Employee Details](#)

### Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Oppliger, II, Stephen P.

Progress Review Status Pending Empl Acknowledgment

Progress Review Number 2

[Assessments](#) [Approvals and Acknowledgments](#)

This screen allows you to view approval and/or communication status of your progress review and, if available, acknowledge receipt of progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select > icon under Details column to see approval and/or communication information for each step and select < icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

#### Details Tasks

Details Tasks	Status	Action
▶ Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶ Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶ Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▶ Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	<a href="#">Acknowledge Receipt</a>



# Enter Date and Save. If the progress review was communicated to you but you forgot to acknowledge, you can select the date that the review was communicated.



## Progress Reviews Information area

### Employee Information

Employee Name Oppliger, II, Stephen P.

► [Show Employee Details](#)

### Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Oppliger, II, Stephen P.

Progress Review Status Pending Empl Acknowledgment

Progress Review Number 2

[Assessments](#)

[Approvals and Acknowledgments](#)

This screen allows you to view approval and/or communication status of your progress review and, if available, acknowledge receipt of progress review.

- Select [Show All Details](#) link to see status information (date, method, etc.) and [Hide All Details](#) link to collapse all steps.
- Select ► icon under Details column to see approval and/or communication information for each step and select ▲ icon to collapse step.
- Select [Acknowledge Receipt](#) button under Action column for Step 4, if available.
- Select [Go Back to Progress Reviews](#) button at top right corner to go back to Progress Reviews page.

For additional guidance, select [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
►	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
►	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
►	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▲	Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	<a href="#">Acknowledge Receipt</a>

Date   
(dd-mmm-yyyy)

[Cancel](#) [Save](#)

# Track Progress Screen should now show check marks in all blocks. This page is accessible through the MyPerformance Main Page at any time.



## Track Progress

[Go Back](#) [Print](#)

### Employee Information

Employee Name Oppliger, II, Stephen P.  
[Show Employee Details](#)

This screen provides information regarding the status of the performance plan/appraisal throughout the performance cycle.

- Review the performance plan/appraisal status and select Go Back button at top right corner when finished.
- A Print button is located at the top right corner, if you would like to print Track Progress.

For additional guidance, select [Need Help?](#)

Plan		Date	User	
	Drafted	10-Jun-2019	Nuss, Nicole D	✓
	Approved	02-Apr-2019	Nuss, Nicole D	✓
	Communicated to Employee by Rating Official	02-Apr-2019	Nuss, Nicole D	✓
	Acknowledged by Employee	28-Jun-2019	Oppliger, II, Stephen P.	✓
Progress Review				
	Employee Input	27-Sep-2019	Oppliger, II, Stephen P.	✓
	Communicated to Employee by Rating Official	30-Dec-2019	Nuss, Nicole D	✓
	Acknowledged by Employee	30-Dec-2019	Oppliger, II, Stephen P.	✓
Appraisal				
	Employee Input			
	Communicated to Employee by Rating Official			

# **My Biz\My Workplace\DPMAP**

- If you encounter login or access issues with MyBiz/MyWorkplace, please contact Denise Anderson – Ext 8177
- If you have any questions regarding how to use MyBiz, or have questions regarding employee performance, please contact Steve Oppliger – Ext 8185

# NEGUARD WEBSITE

itle-5-Branch.aspx

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## TECHNICIAN & TITLE 5 BRANCH

Employee Benefits Telework Classification Labor Tech Guides & Regulations DCPDS - PAA Staffing Training

**Awards**

- NE TPR 451
- TPR 451
- NGB Form 32 (Request Form)

**Employee Benefits and Documents**

- Employee Benefits Information System (EBIS) at ABC-C Benefit Center
- EBIS Brochure and Instructions
- MyBiz & MyWorkplace
- MyPay

**Insurance (Health & Life)**

- Federal Employees Insurances (OPM site)
- FEHB & FEGLI Enrollment and Changes of EBIS
- Federal Employees Group Life Insurance (FEGLI) website
- Federal Employees Health Benefits (FEHB) website
- Federal Employees Dental and Vision Insurance Program (FEDVIP) website
- Federal Long Term Care Insurance (FLTCP)
- Flexible Spending Account (FSA) website

**Leave**

- CNGBI 1400.25, Vol. 630 - National Guard Technician Absence and Leave Program
- CNGBN 1408 - Technician Personnel Interim Post Conversion Overtime and Compensatory Time Policy
- Rights under the Family and Medical Leave Act of 1993
- Leave Chart (Excel Format)
- OPM Leave Facts Sheets
- Alternate Work Schedule Memo
- FAQ on Maxiflex Schedule
- Work Schedules, Telework, and Timekeeping 2017

**Voluntary Leave Transfer Program**

**Military Duty & USERRA**

- Employee Rights and Benefits
- Elections/Acknowledgement while on Active Military Duty
- Return from Active Military Duty
- TSP Fact Sheet
- FEGLI Election

**USERRA Resources**

- Office of Personnel Management (OPM)
- Federal Employees Group Life Insurance (FEGLI)
- Federal Employees Health Benefits Insurance (FEHB)
- Employer Support of the Guard and Reserve
- Military Site Information
- Veteran's Guide
- Department of Labor

**Military One Source**

- Visit the Military One Source website

**OWCP - Workers Comp.**

- CA-1 Form - Notice of Injury
- CA-1 Electronic Filing Instructions
- CA-1 - Website
- CA-550 - FAQs on Federal Employees Compensation Act (FECA)
- How Do I Code my Employees Timesheet?

**Pay**

- Pay table - GS
- Pay table - WG
- Hours of Work for Travel (pdf)

**Thrift Savings Plan**